

UNIVERSITY OF MARYLAND COLLEGE PARK

| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | | Schedule No.: 1944 |
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| RECORDS RETENTION AND DISPOSAL SCHEDULE | | Page 1 of 2 |
| Agency: University of Maryland College Park | | Division/Unit: Maryland 4-H Center |
| Item No. | Description | Retention |
| 1 | <u>General Files</u> Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, project manuals, memoranda, enrollment statistics, proposed programs, minutes, policy and procedure statements, daily journals, photos, special projects, material related to Epsilon Sigma Phi, and substantive data concerning the operation of the Maryland 4-H Center. | Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept by the Maryland 4-H Center for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland, College Park for permanent retention. |
| 2 | <u>Human Resource Records</u> A. Time Keeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for if and when, contractual, exempt and non-exempt employees. B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members. C. Employee Leave Balances - leave balances for faculty members and if and when, contractual, exempt and non-exempt employees. | Retain for three years and until audit requirements are met, then destroy. Retain individual monthly reports for five (5) years and until audit requirements are met, then destroy. Retain summary records of monthly time reports until the faculty member leaves employment. Retain final leave balance for three (3) years after termination of employment, then destroy. ** During the time the employee is active, ongoing balances must be kept for three (3) years for audit purposes. |
| Authorized by Department Head or Designated Representative Signature: <u>[Signature]</u> Title: <u>Asst Director</u> Date: <u>7-16-97</u> Authorized by Vice President of Administrative Affairs Date: <u>8-12-97</u> KR Signature: <u>[Signature]</u> Type Name: <u>Charles F. Stutz</u> Title: <u>V.P. for Ad. Affairs</u> | | Schedule Authorized by State Archivist <div style="text-align: center;"> SEP 18 1997 </div> Date: _____ Signature: <u>[Signature]</u> |

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) | | Schedule No.: 1944 Page 2 of 2 |
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| Item No. | Description | Retention |
| 3 | Payroll Records - Journals, One Pay Certification Cards, Check Register, W2 forms, Journal Vouchers, and other internal adjustment forms. | Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services. |
| 4 | Financial Records - Internal account records (copies of requisitions, invoices, packing slips), contract items, revolving fund, checkbook data, special payments, periodic financial reports, inventory data, budget items including amendments, estimates, and other data. | Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Maryland 4-H Center. Office of Record for remaining material is Procurement and Supply, Office of the Comptroller, or Budget and Fiscal Analysis. |
| 5 | State Livestock Sales Records - material that documents the sale of livestock at the Maryland State Fair. | Retain for 3 years and until audit requirements are met, then destroy. |
| 6 | Search Committee Files - Search committee materials for faculty, consisting of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate. | Maryland 4-H Center to retain listed material for 10 years, then destroy. Other material may be destroyed after one year. |
| If University of Maryland, College Park Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup. | | * Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000. |

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| INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | | UNIVERSITY OF MARYLAND COLLEGE PARK | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>1</u> OF <u>6</u> | |
| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE General Files | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1919</u> TO <u>1997</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Alpha, subject, administrative, and chronological correspondence containing original incoming and copies of outgoing correspondence, reports, project manuals, memoranda, enrollment statistics, proposed programs, minutes, policy and procedure statements, daily journals, photos, special projects, material related to Epsilon Sigma Phi, and substantive data concerning the operation of the Maryland 4-H Center | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>52</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <u>10</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Rooms 1102, 1112, and 1165 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept by the Maryland 4-H Center for 25 years, then destroyed. Material deemed to have historical value should be sent to University Archives at the University of Maryland, College Park for permanent retention. | | |
| 19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager | | 20. TELEPHONE NUMBER (301) 403-4248 | | 21. DATE July 1, 1997 | |

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.
 Please contact the President's Legal Office at (301) 405-4945 with inquiries.

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| INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) | | UNIVERSITY OF MARYLAND COLLEGE PARK | | AGENCY RECORDS INVENTORY | |
| | | | | PAGE <u>2</u> OF <u>6</u> | |
| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE Human Resource Records | | | | 5. EARLIEST YEAR/LATEST YEAR <u>1995</u> TO <u>1997</u> | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) A. Time Keeping Records - individual sheets approved by the supervisor which show leave taken and hours worked for if and when, contractual, exempt and non-exempt employees B. Faculty Time Reports - monthly reports showing days worked and leave taken by faculty members C. Employee Leave Balances - leave balances for faculty members and if and when, contractual, exempt and non-exempt employees | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>1/4</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <u>1/4</u> <input checked="" type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Room 1102 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION A. Retain for three years and until audit requirements are met, then destroy. B. Retain individual monthly reports for five (5) years and until audit requirements are met, then destroy. C. Retain summary records of monthly time reports until the faculty member leaves employment. Retain final leave balance for three (3) years after termination of employment, then destroy. | | |
| 19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager | | 20. TELEPHONE NUMBER (301) 403-4248 | | 21. DATE July 1, 1997 | |

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| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE Payroll Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1994 TO 1997 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Journals, One Pay Certification Cards, Check Register, W2 forms, Journal Vouchers, and other internal adjustment forms | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Box</u> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Rooms 1102 and 1165 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Payroll Services | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services. | | |
| 19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager | | 20. TELEPHONE NUMBER (301) 403-4248 | | 21. DATE July 1, 1997 | |

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| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE Financial Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1989 TO 1997 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Internal account records (copies of requisitions, invoices, packing slips), contract items, revolving fund, checkbook data, special payments, periodic financial reports, inventory data, budget items including amendments, estimates, and other data | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>and 1 Box</u> <hr/> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>1/2</u> NUMBER | |
| 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Rooms 1102 and 1165 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BFA, Comptroller, Procurement | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM Small Procurement Orders is the Maryland 4-H Center. Office of Record for remaining material is Procurement and Supply, Office of the Comptroller, or Budget and Fiscal Analysis. | | |
| 19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager | | 20. TELEPHONE NUMBER (301) 403-4248 | | 21. DATE July 1, 1997 | |

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| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE State Livestock Sales Records | | | | 5. EARLIEST YEAR/LATEST YEAR 1983 TO 1997 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Material that documents the sale of livestock at the Maryland State Fair | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1</u> NUMBER | |
| | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ <u>1/8</u> NUMBER | | | |
| 11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Room 1112 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy. | | |
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| 1. AGENCY University of Maryland, College Park | | 2. DIVISION Academic Affairs | | 3. UNIT Maryland 4-H Center | |
| DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. | | | | | |
| 4. RECORD SERIES TITLE Search Committee Files | | | | 5. EARLIEST YEAR/LATEST YEAR 1994 TO 1997 | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Search committee materials for faculty, consisting of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only - depending on size of search), and all information on appointed candidate | | | | | |
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____ | | 8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____ | | 9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <u>2</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u> | |
| | | 10. ANNUAL ACCUMULATION <u>0-1</u> <input type="checkbox"/> FILE DRAWER(S) NUMBER <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u> | | | |
| 11. FILE IS USED 1-2 times a year <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | | | 12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) | | |
| 13. CURRENT LOCATION(S) (BUILDING, FLOOR, ROOM) Building 800, First Floor, Rooms 1102 and 1165 | | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | |
| 15. ACCESS RESTRICTIONS* <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) Please see statement below. | | | 16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | | | 18. RECOMMENDED RETENTION Maryland 4-H Center to retain listed material for 10 years, then destroy. Other material may be destroyed after one year. | | |
| 19. NAME AND TITLE OF PREPARER Jennifer Beard Business Manager | | 20. TELEPHONE NUMBER (301) 403-4248 | | 21. DATE July 1, 1997 | |

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.
 Please contact the President's Legal Office at (301) 405-4945 with inquiries.